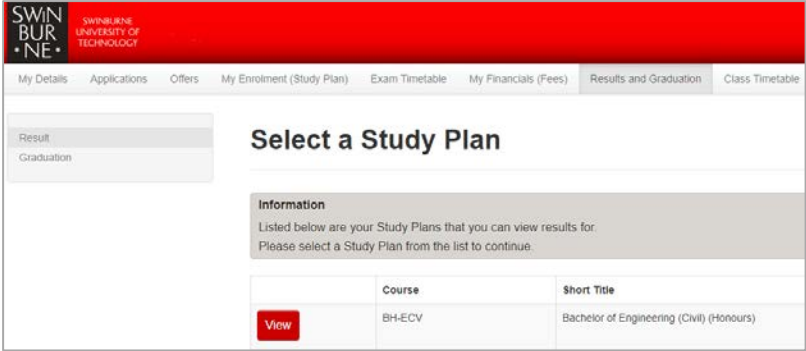
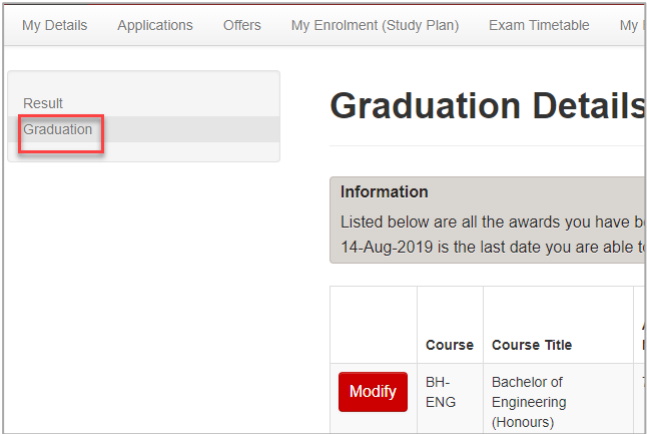
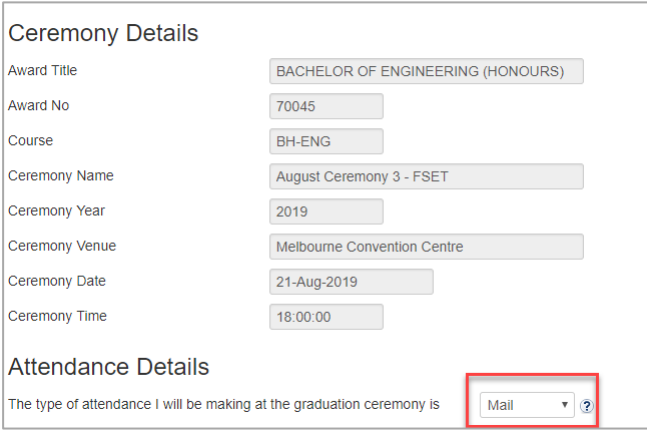


## My eQuals


### Quick Reference Guide

## Ordering your first copy of the paper testamur

You can request to receive the first copy of your paper testamur by post. Please note a postage fee applies.

1	Log in to <a href="#">My Graduation</a> (eStudent)	
2	Click <b>Graduation</b> from the left navigation bar and select your course	
3	Select <b>Mail</b> as the <b>Attendance Type</b> and click <b>Save</b>	

4	<p>Click on the link to place your order</p>	<div><div>ATTENTION:</div><p>Digital graduation documents are issued free of charge. Fees apply to paper documents.</p><p>Paper testamur:</p><ul style="list-style-type: none"><li>Ceremony: no cost</li><li>Collect: no cost</li><li>Mail: postage fee applies. Click <a href="#">here</a> to place your order.</li></ul></div>																																								
5	<p>To log in:</p> <ul style="list-style-type: none"><li>enter your <b>email address</b></li><li>enter your <b>password</b></li><li>Click <b>Sign in</b></li></ul>	<div><div><div><div>SWINBURNE</div><div>UNIVERSITY OF TECHNOLOGY</div></div><p>Please enter your Student ID or Staff SIMS ID. If you are unable to sign in please click Password Assistance at the bottom of this page.</p><div><input type="text" value="nnfernando@swin.edu.au"/></div><div><input type="password" value="....."/></div><div>Sign in</div></div></div>																																								
6	<p>Enter the <b>Quantity</b> for the paper testamur as 1</p> <p>Select a <b>Delivery method</b></p> <p>Update the <b>Delivery address</b> if required</p> <p>Click <b>Next</b></p>	<div><div><table><thead><tr><th colspan="5">Digital documents</th></tr><tr><th>Document</th><th>Course</th><th>Price</th><th>Selected</th><th>Total</th></tr></thead><tbody><tr><td>Academic Transcript - Digital</td><td></td><td>\$20.00</td><td><input type="checkbox"/></td><td>\$0.00</td></tr></tbody></table><table><thead><tr><th colspan="5">Paper documents</th></tr><tr><th>Document</th><th>Course</th><th>Price</th><th>Quantity</th><th>Total</th></tr></thead><tbody><tr><td>Academic Transcript - Paper</td><td></td><td>\$40.00</td><td>0</td><td>\$0.00</td></tr><tr><td>Testamur - Paper</td><td>Bachelor of Media and Communication</td><td>\$0.00</td><td>1</td><td>\$0.00</td></tr><tr><td colspan="4">Order total (Incl GST)</td><td>\$25.00</td></tr></tbody></table><p>Please provide a delivery address and select a delivery method for paper documents.</p><div><div>Delivery address: * RyddUQVWfjPhIMfYhh kpjONzfciZShzA VIC eneC Australia <a href="#">Edit</a></div><div>Delivery method: * Domestic Registered (\$25.00)</div></div><div>Next</div></div></div>	Digital documents					Document	Course	Price	Selected	Total	Academic Transcript - Digital		\$20.00	<input type="checkbox"/>	\$0.00	Paper documents					Document	Course	Price	Quantity	Total	Academic Transcript - Paper		\$40.00	0	\$0.00	Testamur - Paper	Bachelor of Media and Communication	\$0.00	1	\$0.00	Order total (Incl GST)				\$25.00
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7	<p>Review the <b>Order summary</b> and accept <b>terms and conditions</b> to proceed.</p> <p>Click <b>Confirm order</b></p>	<div><div><div>Current students &gt; Order official documents &gt; Order summary</div><div>Order summary</div><div>Hello Tqje Manage password   IT Help</div><table><thead><tr><th>Item</th><th>Quantity</th><th>Total</th></tr></thead><tbody><tr><td>Testamur - Paper - Bachelor of Media and Communication</td><td>1</td><td>\$0.00</td></tr><tr><td>Domestic Registered postage to: RyddUQVWfjPhIMfYhh kpjONzfciZShzA VIC eneC Australia</td><td>1</td><td>\$25.00</td></tr><tr><td colspan="2">Order total (Incl GST)</td><td>\$25.00</td></tr></tbody></table><p>Swinburne University of Technology collects, uses and destroys personal information in order to locate student invoices and verify the student's postal address and will use the information only for locating student invoices and verifying the student's postal address in accordance with our Privacy Policy.</p><p><input checked="" type="checkbox"/> I agree to the terms and conditions stated above</p><div>Confirm order</div></div></div>	Item	Quantity	Total	Testamur - Paper - Bachelor of Media and Communication	1	\$0.00	Domestic Registered postage to: RyddUQVWfjPhIMfYhh kpjONzfciZShzA VIC eneC Australia	1	\$25.00	Order total (Incl GST)		\$25.00																												
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8	Enter your <b>payment details</b> Click <b>Continue</b>	<div><div>Enter your payment details</div><div><div>Order Number</div>30325</div><div><div>Amount</div>25.00 AUD</div><div><div>Accepted Card Types</div><div><div>VISA</div><div></div></div></div><div><div>Credit Card Number</div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div>Card Expiry Date</div><div><div>MM</div><div></div><div>/</div><div>YY</div><div></div></div></div><div><div>CWV</div><div><div></div><div>?</div></div></div><div><div>Continue</div><div>Cancel</div></div></div>
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